



# STATE RECORDS COMMISSION

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MINUTES OF MEETING HELD AT THE PERTH TRANSPORT AUTHORITY, EAST PERTH,  
ON THURSDAY 29 JANUARY 2004

**PRESENT:**

Mr Des Pearson

Ms Kandy-Jane Henderson

Ms Deirdre O'Donnell

Ms Darryl Wookey

Mr Tony Caravella

Ms Isabel Smith (Executive Secretary)

Auditor General

Governor's Appointee:

Archivist, John Curtin Prime Ministerial Library

Parliamentary Commissioner for

Administrative Investigations

Acting Information Commissioner

Director: State Records

Manager: State Recordkeeping

**MINUTES:**

Mrs Norma Shopland

Minutes Secretary

**1. Welcome**

**2. Apologies**

Nil

**3. Notices of Urgent Business**

Nil

**4. Confirmation of Minutes of Meeting on 4 December 2003**

Confirmed

**5. Matters Arising**

**5.1 WA Inc Records Project**

Paper 1/2004

The organisation of the records from the Royal Commission into the Commercial Activities of Government and other matters will be completed on 30 January 2004.

Manager: State Recordkeeping advised that the records have been processed and retained as State archives. All significant records which incorporate the exhibits, transcript, procedural and administrative records, the reports extracted from the Royal Commission Registry database, and the original copy of the Royal Commission Registry database stored on CD-Rom are present. Finding Aids have been prepared.

While there are a number of documents from the private submissions not accounted for, it is reasonable to consider that the missing records were returned to owners. No evidence was found to indicate any other action taken.

The Commission **NOTED** the Close Out Report of the Royal Commission into Commercial Activities of Government and Other Matters and made the following requests:

Item 4, Page 4 – “Restricted Access Archives” - the State Records Office investigate as soon as possible the restriction of 75 years, presumably imposed by Royal Commission staff.

Item 6, Page 4 – “Current Status, Hugall Papers” - the State Records Office to seek approval from the February meeting of the State Records Advisory Committee to destroy boxes of material which are not considered to have archival value.

Item 8, Page 4 – “Current Status – Policy for Managing Royal Commission Records” – the State Records Office to adopt a proactive and firm stand at the design stage of future Royal Commissions and give the DPP clear guidelines and due notice of the quality expected when transfer of documents occurs. SRO to develop guidelines so there is an objective basis for transfers to be refused if the records are not appropriately organised.

“Attachment 3” – the State Records Office to reformat the draft Memo as a 2 or 3-page report from the Commission to both Houses of Parliament, with a copy to the Minister, reflecting the action taken and giving an assurance that all substantive records have been accounted for; making reference to the private submissions which have not been retained; and more specifically, acquitting the issues raised by the SBS programme. The subsequent report to be circulated, out of session, for Commissioners’ comment.

## **5.2 State Records Commission Meetings – confirmation of venues** Attachment “5.2”

The Commissioners **AGREED** that SRC meetings be scheduled for:

March 9	Kew Street, Welshpool (Director-General, DCA in attendance)
April 22	Fremantle Port Authority
June 3	WA Police Service, East Perth
July 15	Alexander Library Building
August 26	City of Bunbury (to be confirmed)
October 7	Alexander Library Building (Minister in attendance)
November 18	Department of Housing & Works or UWA (to be confirmed)
December 16	Alexander Library Building

and that any tours of facilities should normally be scheduled to take place between 8.30 and 9.00 am.

### 5.3 Minister's Attendance on October 7

Attachment "5.3"

The Commission **ENDORSED** an invitation to the Minister to attend the SRC meeting scheduled for October 7 2004.

The Commission further **AGREED** that a meeting with the Minister be scheduled for April 2004. The agenda and timing to be confirmed at the next SRC meeting on 9 March 2004 which is after the due date for submission of RKPs and developments with other matters should be clearer.

## 6. COMPLIANCE ISSUES

### 6.1 New Organisations

Paper 2/2004

The Commission NOTED that three new government organisations have been established:

Corruption and Crime Commission (CCC), established on 1 January 2004, as effected by the proclamation of the *Corruption and Crime Commission Act 2003*, replacing the former Anti Corruption Commission (ACC).

Economic Regulation Authority (ERA), established on 1 January 2004 with the proclamation of the *Economic Regulation Act 2003*, incorporating the former Office of Gas Access Regulation and the Office of the Rail Access Regulator.

Office of Water Policy, established in place of the former Office of Water Coordination.

### 6.2 Compliance Monitoring Spreadsheet

Attachment "6.2"

The Commission **NOTED** the receipt of 83 Recordkeeping Plans, of which 43 have been approved and 8 cleared, and was encouraged that local government was now well represented.

The quality of the Albany Port Authority's RKP was discussed. It was **AGREED** that the SRO should deal directly with the authority.

### 6.3 Recordkeeping Plans Received and Approved (Thermometer)

Attachment "6.3"

**NOTED**

## 7. LEGISLATION REVIEW ISSUES

Nil

## 8. ITEMS FOR ACTION

### 8.1 State Records Advisory Committee Minutes of meeting held 14 January 2004 Paper 3/2004

The Commission **NOTED** the Minutes and requested the following :

The Commission commended SRO staff for the helpful approach adopted for Cemetery Boards.

Item 5.1 "Matters Arising from Previous Minutes" – paragraph 1.  
Mr Greg Joyce be thanked for his feedback and advised that the Commission's priority at this point is the active processing of Recordkeeping Plans. However, consideration has been given to electronic records and more work will be done on this later in the year

The Commission further requested that SRO examine the appointment dates of SRAC members and, where the appointed time has elapsed, consider whether new members should be appointed, bearing in mind the need for continuity.

Item 7.2 "Sitting Fees". SRAC be advised that the SRC supports payment of a reasonable fee to the non-public sector employed members. The very significant and ongoing contribution made by members was recognised. The SRO is making further enquiries into appropriate rates.

### 8.2 SRAC Meeting Dates for 2004 Attachment "8.2"

The Commission **NOTED** the following SRAC meeting dates:

January 14  
February 25  
March 31  
May 26  
July 28  
September 29  
November 24

Ms Wookey **AGREED** to attend a SRAC meeting for familiarisation– date to be confirmed.

The Commission **AGREED** that Commissioners should attend future SRAC meetings on a needs basis..

### 8.3 State Records Advisory Committee Recommendations

8.3.1 RD 2003094 – South Caroling Cemetery Board  
Paper 4/2004

**APPROVED**

- 8.3.2 RD 2003096 – Geraldton Cemetery Board  
Paper 5/2004

**APPROVED**

- 8.3.3 RD 2003074 – Department of Education and Training: Office of  
Government Schools  
Paper 6/2004

**APPROVED**

- 8.3.4 RD 2003075 – Department of Education and Training: Office of  
Government Schools  
Paper 7/2004

**NOTED this schedule was returned for reworking and  
resubmission**

- 8.3.5 RD 2000042/1 – Department of Education and Training: Office of  
Government Schools  
Paper 8/2004

**APPROVED**

- 8.3.6 AD 2003082 – Department of Treasury and Finance  
Paper 9/2004

**APPROVED**

- 8.3.7 RD 2003063 – Lotterywest  
Paper 10/2004

**APPROVED**

#### **8.4 Recordkeeping Plans**

- 8.4.1 RKP2004001 – Perth Zoo  
Paper 11/2004

**CLEARED pending approval of the Retention and Disposal  
Schedule expected to be February 2004**

- 8.4.2 RKP2003119 – The Western Australian Health Promotion  
Foundation (Healthway)  
Paper 12/2004

**CLEARED pending approval of the Retention and Disposal  
Schedule expected to be March 2004**

- 8.4.3 RKP2004003 – Kalgoorlie-Boulder Cemetery Board  
Paper 13/2004

**CLEARED pending approval of the Retention and Disposal  
Schedule.**

- 8.4.4 RKP2003111 – Great Southern Development Commission  
Paper 14/2004  
**CLEARED pending approval of the Retention and Disposal Schedule expected to be February 2004**
- 8.4.5 RKP2003114 – Department of Sport and Recreation  
Paper 15/2004  
**CLEARED pending approval of the Retention and Disposal Schedule**
- 8.4.6 RKP2003098 – Botanic Gardens and Parks Authority  
paper 16/2004  
**CLEARED pending approval of the Retention and Disposal Schedule**
- 8.4.7 RKP2003105 – WA Meat Industry Authority  
Paper 17/2004  
**CLEARED pending approval of the Retention and Disposal Schedule**
- 8.4.8 RKP2003122 – Disability Services Commission  
Paper 18/2004  
**CLEARED pending approval of the Retention and Disposal Schedule**
- 8.4.9 RKP2003089 – Fire and Emergency Services Authority  
Paper 19/2004  
**CLEARED pending approval of the Retention and Disposal Schedule**
- 8.4.10 RKP2003120 - Department of Consumer & Employment Protection  
Paper 20/2004  
**CLEARED pending approval of the Retention and Disposal Schedule for the Worksafe Division.**

The Commission **REQUESTED** that those Authorities which have not indicated an expected due date for a Retention and Disposal Schedule be asked to do so, to assist SRO staff in the implementation of a bring up system.

- 8.4.11 RKP2003095 – Mid West Development Commission  
Paper 21/2004  
**APPROVED**
- 8.4.12 RKP2003104 – WA Treasury Corporation  
Paper 22/2004  
**APPROVED**
- 8.4.13 RKP2003085 – Work Cover WA  
Paper 23/2004  
**APPROVED**

## **8.5 Recordkeeping Plans considered at the 17 December 2003 out of session meeting**

- 8.5.1 RKP 2003091 – Minerals and Energy Research Institute of WA  
(previous Paper 146/2003)  
**CLEARED**
- 8.5.2 RKP 2003083 – Perth Market Authority  
(previous Paper 147/2003)  
**CLEARED**
- 8.5.3 RKP 2003077 – Geraldton Cemetery Board  
(previous Paper 148/2003)  
**CLEARED**
- 8.5.4 RKP 2003080 – Goldfields Esperance Development Commission  
(previous Paper 149/2003)  
**CLEARED**
- 8.5.5 RKP 2003086 – AqWest  
(previous Paper 150/2003)  
**APPROVED**
- 8.5.6 RKP 2003084 – Shire of Murray  
(previous Paper 151/2003)  
**APPROVED**
- 8.5.7 RKP 2003020 – Psychologists Board of WA  
(previous Paper 152/2003)  
**APPROVED**
- 8.5.8 RKP 2003072 – Department of Conservation and Land Management  
(previous Paper 153/2003)  
**APPROVED**

The Chair adjourned the meeting at 10.20 am to join Mr Reece Waldock, CEO of the Perth Transport Authority, in a tour of the building.

The meeting reconvened at 10.50 am.

## **9. ITEMS FOR CONSIDERATION**

### **9.1 Implementation of Section 76 of the *State Records Act 2000***

Previous Paper 135/2003

Director of State Records reported that consultation has taken place with the Department of Indigenous Affairs with regard to appropriate wording for inclusion within Agency Retention and Disposal Schedules and that SRO staff are advising clients accordingly.

**NOTED**

## 9.2 **New Schedule 3 Organisations**

Previous Paper 136/2003

Nil

## 9.3 **Access to State Archives**

Paper 24/2004

The State Records Office proposes a range of measures be adopted that will have the combined effect of controlling and protecting State archives, regardless of their location, and ensuring that access to State archives be guaranteed for all.

A Standard for the storage of State archives is proposed, which will give added authority and outline the significant responsibilities an agency must assume in order to retain State archives in their custody.

A Standard for controlling access to State archives in government agencies is also proposed, which will require those agencies retaining open access archives to provide a prescribed level of access to the people of Western Australia.

The Commission **ENDORSED** the State Records Office strategy to control and protect State archives through the development of standards and the implementation of appropriate administrative measures.

## 10. **ITEMS FOR NOTING**

### 10.1 **State Records Activities**

Attachment "10.1" was tabled at the meeting.

Director of State Records reported on meetings which he and Leigh Hays had with representatives of the Royal Show regarding a planned SRO display at the Royal Show at Claremont in October 2004. This coincides with the 175<sup>th</sup> anniversary of the colonization of Western Australia. A suitable theme is being investigated and is likely to revolve around the more unusual and quirky records held in the Archive collection.

**NOTED**

### 10.2 **SRO Client Survey Report**

The Report has been placed in the Search Room and is accessible via the website.

The Commission **REQUESTED** this item be included in future agendas only when a report is to be given.



### 10.3 SRC Activities

Des Pearson, together with Tony Caravella, attended a meeting with FRIT and the Office of E-Government.

Deirdre O'Donnell would be attending a Council meeting at the City of Swan on 4 February, an invitation resulting from a presentation to elected members about the State Records Act on 26 November 2003.

### 10.4 Meeting between SRO, FRIT and Office of E-Government Paper 25/2004

The Chair of the SRC and the Director of State Records spoke to the Paper which outlined the outcomes of a meeting with representatives of FRIT and the Office of E-Government on 19 January. It was **AGREED** that the Director of State Records would arrange a follow up meeting in April.

The Commission thanked the Director of State Records for his initiative in calling the meeting.

**NOTED**

### 10.5 Theft of Records from Mailwest Contractor – Messenger Post

The Director of State Records reported there had been no further development and that he was awaiting a more substantive report from Mailwest.

**NOTED**

### 10.6 Recordkeeping Trend Analysis extracted from RPKs received Paper 26/2004

As requested by the Commission at its December meeting, an analysis of recordkeeping trends emerging from the Recordkeeping Plans approved/cleared by the Commission was carried out by the SRO.

The table indicates that, based on the 35 RPKs approved or cleared by the Commission to the end of December 2003, the majority of the agencies have reported effective or very good policies and procedures for records management, particularly in regard to the management of paper records.

The Commission **NOTED** the recordkeeping trends emerging from the analysis of the RPKs approved/cleared to date.

The Commission **REQUESTED** that the State Records Office:

- prepare a briefing to the Minister;
- prepare a press release from the Chair for March;

- provide feedback to agencies, with thanks for the information they submitted, and, where applicable, give credit where practices are very good;
- report to Stakeholder meeting in February; and
- report on next level of details – perhaps website or metadata management using NAA guidelines as a baseline.

## **10.7 Review of SRO Fees and Charges**

Paper 27/2004

From 1 January 2004 the State Records Office instituted several new fees for the handling and retrieval of temporary and permanent records. These charges were introduced to recover costs and promote better practice in record keeping and archival management. Charges were announced in a circular distributed to government agencies on 9 December 2003.

The Commission **NOTED** the implementation of fees and charges.

## **10.8 Recordkeeping Plan Workshops**

Paper 28/2004

Feedback from the workshops was very positive. Participants found the workshops beneficial in enabling them to complete their RKPs.

The Commission **NOTED** the report and congratulated the State Records Office and Anne Gill for a successful result.

## **10.9 Compliance Audit (to be conducted by the Office of the Auditor General)**

Attachment “10.9”

The Commission **NOTED** advice from the Office of the Auditor General, outlining the background and focus of a Controls and Compliance audit of “Records Management” by the State Records Office to be undertaken by the Auditor General.

## **10.10 “Managing State Archives” document**

Paper 29/2004

The Director of State Records provided a copy of the “Managing State Archives” document, prepared as an Executive Summary of “A Vision for the New State Records Office of Western Australia” paper circulated to the State Records Commission members in December 2003.

The Commission **NOTED** the report and **ENDORSED** the direction taken by the Director of State Records

## 11. Other Business

### 11.1 Better Practice Guide Attachments 11.1(a) and 11.1(b)

The Commission perused two examples of literature pertaining to records management and **AGREED** that the Director of State Records make enquiries into the development and funding of a State Records Office publication along similar lines to reinforce the responsibilities and the importance of keeping good records.

### 11.2 Obligations Stocktake

Director of State Records advised he will present a report to the Commission in March 2004 which will comprehensively list all of the obligations of the State Records Commission, the State Records Office and Agencies under the State Records Act 2000. The purpose of this will be, amongst other things, to assist in monitoring the Act.

**NOTED**

### 11.3 Upcoming meetings

Director of State Records briefed the Commission on the March 9 meeting, scheduled to be held in DCA's Kew Street, Welshpool premises, and gave details of an invitation issued to professional bodies to a meeting at the SRO on 24 February.

The Director General: Department of Culture & The Arts, will provide the SRC with an outline of the portfolio's strategic directions and priorities at the meeting on 9 March..

**NOTED**

### 11.4 Newspaper Article "The Australian"

The Commission discussed a recent newspaper article regarding the difficulties experienced by Batty Library in terms of the preservation of records which are identical to those experienced by the SRO. However, the SRO has not received media coverage in this respect.

### 11.5 Guthrie Tests

Kandy-Jane Henderson reported having heard a report on a "Radio National" programme "Cafe Scientifica" on 23 January from 11am to noon, which dealt with a range of medical ethics issues, including Guthrie Cards.

The Commission **AGREED** that the State Records Office request a transcript of the broadcast.

## 11.6 Recordkeeping Plans

The Commission discussed practical procedures for follow up of agencies that do not submit RKPs by 7 March. It was **AGREED** that a letter should be issued to agencies from which a Plan had not been received by 7 March to seek information as to why the Plan had not been submitted. Following issue of that letter, the Director of State Records would report to the State Records Commission to enable the Commission to perform its function under s.20(3) and s.20(64) of the *State Records Act 2000*.

**Next Meeting**            **March 9, 2004, in the Boardroom at DCA's Kew Street premises.**

**Meeting Close**        The Chair closed the meeting at 11.25 am.

SIGNED .....

(Chair)

DATED .....